

Hemisphere GNSS Job Description

Job Title: Warehouse Support – Part-time
Location: Hiawatha, KS
Department: Operations
Reports To: Manager Logistics & Assembly
Prepared Date: September 10, 2021

Full-Time Part-Time / Exempt Non-Exempt

Summary

This role provides part-time warehouse support to the Operations Department in the day-to-day operations assisting assembly, receiving, and shipping employees as needed and covering vacations.

This role will typically work 20 hours a week. The schedule will be 5 days a week for 4 hours a day. However, the production schedule may require the person to work longer days at times. Sufficient notice will be given when longer days are required.

Essential Duties and Responsibilities

Assembly:

1. Assemble company products using company manufacturing documentation and engineering specifications as directed by the company's supervisory personnel.
2. Assist in the packaging of the company's finished goods to customer order specification as supplied by the company, as well as the manufacturing work floor as directed by supervisory personnel, as required.
3. Assist in the inventory stock taking process and assist in inventory control procedures, stockroom as well as the manufacturing work floor, as directed by supervisory personnel, as required.
4. Utilize appropriate machines and tools to install, mount, fasten, align and adjust parts, components, wiring and harnesses.
5. Examine drawing and work orders to determine work duties.

Receiving:

1. Ensure all inventory bins and bulk storage containers are clearly and accurately identified as to the contents therein.
2. Ensure that all items subjected to a min/max level are maintained regularly.
3. Ensure that discrepancies on any inventory are rectified through Impact Adjustment in compliance with current procedures.
4. Ensure that incoming material is accurately counted.
5. Ensure that items or information demanded on pertinent documents are satisfied with respect to inventory.
6. Ensure that proper procedures are being exercised as per the company's ISO procedure.
7. Monitor and keep inventory room neat, organized and well identified.
8. Manage the tracking and distribution of materials within a warehouse to ensure parts needed in production are stocked and available.
9. Assist with cycle counts as needed.

Shipping:

1. Ship items using ERP System.
2. Record serial numbers shipped in ERP System, using scanners.
3. Produce packing lists and commercial invoices in ERP System.
4. Prepare packaging in conjunction with sales order requirements.
5. Pack accessories, cables and products from sales orders in the prescribed fashion.
6. Match serialized inventory to serialized packaging and ensure the integrity of the match.
7. Ship via UPS, FedEx, DHL and other approved couriers using online software.

8. Produce shipping log from data collected from shipping systems.
9. Assist the Shipping Lead with packaging inventory.
10. Ensure accurate delivery of supplies, equipment, materials and finished products.
11. Inspect and verify that supplies and products shipped are accurate in quantity, type and condition and ensure shipments are correctly assembled, packaged, protected and labeled to minimize delivery problems.
12. Maintain a clean and safe work area.

Facilities:

Assist with general warehouse housekeeping duties.

General: Other related duties as assigned by Operations Managers.

Supervisory Responsibilities

This position will not supervise direct reports

Education and/or Work Experience Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

- High School Diploma

Computer Skills

- Excellent computer proficiency (MS Office Suite – Word, Excel, PowerPoint, and Outlook)
- Experience with ERP systems

Language Skills

- Above average verbal and written communication skills are required in this position including above average ability to read and comprehend instructions, correspondence, and memos
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents and to respond to common inquiries or complaints from customers or regulatory agencies
- Ability to effectively present information to customers, clients, management, board of directors and other employees of the Company in small group situations, public groups, and/or one on one

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

Other Skills and Abilities

- Teamwork and positive attitude are key for the success of this position.
- Ability and desire to learn new processes and procedures
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent attention to detail
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Ability to work with minimal supervision
- Ability to handle high level of confidentiality regarding product information
- Excellent planning, time management, communication, decision-making and organizational skills

Physical Requirements**Computer/Office**

- Will constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
- Must be able to talk, listen and speak clearly on telephone
- Will occasionally move about inside the office to access file cabinets, office machinery, etc.

Physical Requirements

- Must be able to stand/sit/walk for majority of the time.
- Walking between warehouse and corporate office
- Bending, squatting, twisting at neck or back
- Frequent stooping, kneeling, crouching or crawling while performing the duties of this job
- Uses hands to handle or feel objects, tools, or controls
- Reaching with hands and arms
- Lifting or carrying of material up to 50 lbs. with some over 50 lbs.
- The person in this position frequently communicates with coworkers regarding products being shipped/received and must be able to exchange accurate information in these situations

Environmental Conditions

- Work primarily in climate-controlled office environment

Mental

- Moderate mental stress can be experienced by noticeable pressure from deadlines, accuracy, and simultaneous priorities
- Some disruption of family/social life
- Work may be repetitious



The preceding functions may not be comprehensive in scope regarding work performed by an employee assigned to this position classification. Management reserves the right to add, modify, change or rescind the work assignments of this position. Management also reserves the right to make reasonable accommodations so that a qualified employee(s) can perform the essential functions of the position.

I have read and understand the job description. I understand that nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Print Employee Name: _____

Employee Signature: _____ **Date:** _____